



## 2013 GYSD Planning Checklist

Task	Target Completion Date	Lead Volunteer	Notes
Investigate an issue that could be helped with a service project			
Form a planning team			
Decide the who, what, when, where, and why of the GYSD project			
Apply for a GYSD mini-grant from ServeMontana	Applications Due April 8		
Create a plan to implement your project			
Register your project online			<a href="http://www.gysd.org">www.gysd.org</a>
Assign project assignments			
Recruit volunteers			
Promote your project			
Purchase supplies after receiving mini-grant check			
Invite special guest to attend			
Send a press release to the media	April 23		
Organize any needed supplies and create sign-in sheets			
<b>GLOBAL YOUTH SERVICE DAY</b>	<b>April 26-28</b>		
Reflect on the successes of the project and share the experience including pictures			
Send any thank you notes to project partners or supporters			
Submit evaluation to ServeMontana	Evaluations Due May 6		
Make plans to continue or expand your project in the future			